**We are TEN DAYS away from the conference!**

Introductions: Who is on the line?

1. Conference Updates

* UTSA Host Chair (Nikki)

*Parking Arrangements Shuttle Service*

*Logistical Needs Explain money handling at UTSA*

* St. Mary’s University
* Education Sessions and Keynote Speakers (Joseph, Bear and Katrina)
* Entertainment and Pre-Conference Activities (Tabitha, Keith and Peter)
* Fun(d) Run/Walk on Sunday morning (Keith)

*Do we have a location?*

* Graphic Design Competition (Dusty and Lincoln)

*How many entries?*

* Marketing and Website (Lauren and Zane)  
   *Conference Booklet is done!   
   Welcome E-mail/Newsletter (Sept. 27th)  
   Website -* [*http://region11.acui.org/Region/12/conf2010.php*](http://region11.acui.org/Region/12/conf2010.php)  
  Mentor Program and Newcomers Events (Tricia and Tyler)
* Registration (Sara and Angela)

[*http://mms.acui.org/imis/meetings/select.asp?code=886BAF42E9C90D121AC2E2629A50F562*](http://mms.acui.org/imis/meetings/select.asp?code=886BAF42E9C90D121AC2E2629A50F562)

*Professional Staff 59*

*Undergraduate 49*

*Graduate 9*

***TOTAL 117***

* Scholarship Auction (Lawrence)

*Online silent auction registration:* [*http://www.acui.org/about/erf/silent\_auction/index.aspx?auction\_code=10R12CONF*](http://www.acui.org/about/erf/silent_auction/index.aspx?auction_code=10R12CONF)

* Management Track (Charlie)
* Sponsorship and Vendor Hall (Jared and Eric)
* Student Leadership Track (Leslie and Erika)
* Swap Shop (J.R. and Laura)

*Wikispace for Document Sharing:* [*http://swapshop-infoshare.wikispaces.com*](http://swapshop-infoshare.wikispaces.com)

1. Plan to arrive on-site by Thursday – September 30th by 10:00 am

**Items to Purchase**Thank you gifts  
 - CPT and Host Team  
 - Ed Session Presenters  
 - Keynote Speakers  
Student Leadership Track  
 - Cotton Candy  
 - Drinks  
 - Stickers  
Snacks for CPT  
Cups (water stations)

**Welcome E-Mail/Newsletter**  
Directions (Hotel, UTSA and St. Mary’s)  
Hotel Information  
Where to pick-up parking passes  
Parking (Campus Maps)  
Registration – Where to check-in  
Conference Schedule  
Shuttle Schedule  
Pre-Conference Activities (instructions)  
Attire – What to expect

**Nametags**  
Delegates Vendors  
Keynotes Presenters  
Volunteers

**Items to Order**  
~~CPT Polo Shirts (27)~~   
~~Conference Bags (175)  
Name Badges (150)  
Ribbons for Nametags~~  
T-Shirts (150)   
*pending price difference for color shirts*